

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-412-07-45</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>1-11-2007</i>	
1. FROM (Agency or establishment) U.S. Environmental Protection Agency		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked Adisposition not approved or Awithdrawn in column 10.	
2. MAJOR SUBDIVISION Pesticides			
3. MINOR SUBDIVISION Headquarters			
4. NAME OF PERSON WITH WHOM TO CONFER John B. Ellis	5. TELEPHONE 202-566-1643	DATE <i>1/11/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen G. ...</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, is not required; is attached; or has been requested.			
DATE <i>1-9-07</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>John B. Ellis</i>	TITLE Agency Records Officer	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

EPA 357 Pesticide Registration Maintenance Fee Records

N1-412-06-2

8/15/07 copies sent to Ager, NWMD, NUNE, KUNWU, NR

This schedule is in development. It may not be used to retire or destroy records. If you have any questions, please contact the Records Help Desk.

EPA Records Schedule 357

Status: Development, 12/20/2006

Title: Pesticide Registration Maintenance Fee Records

Program: Pesticides

Applicability: Headquarters

Function: 108-025-06-01 - Ensure Safe Use of Pesticides

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral). Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- Pending

Description:

Records consist of mailing receipts and telephone logs of conversations with registrants concerning maintenance fee billings and maintenance fee responses from companies, and related correspondence, if required.

Disposition Instructions:

Item a: Record copy - Certified mailing green card receipts

- Disposable
- Close inactive records at end of year. Destroy 50 years after file closure.

Item b: Record copy - Telephone logs

- Disposable
- Close inactive records at end of year. Destroy 50 years after file closure. If records are microformed or imaged, destroy paper after quality assurance is completed.

Item c: Fee response database

- Disposable
- Delete when no longer needed to track status of registration.

Guidance:

Specific legal citations include, but are not limited to:

- Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Section 4(i)(5)

Reasons for Disposition:

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention is unchanged.

The following disposition items were changed in the 12/20/2006 version:

Item b - Telephone logs - paper was changed to Record copy - Telephone logs.

Item c - Telephone logs - microfilm and images was combined with item b.

Item d - Fee response database was renumbered as item c.

Item e for electronic copies created with word processing and electronic mail applications deleted 08/18/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Office of Prevention, Pesticides, and Toxic Substances, Information Resources and Services Division,
Information Services Branch

- **Contact:** Teresa Downs
- **Telephone:** 703-305-5363

Related Schedules:

Previous NARA Disposal Authority:

N1-412-95-2/11, N1-412-06-2

Entry: 11/21/1994

EPA Approval: Pending

NARA Approval: Pending

This schedule is in draft and MAY NOT be used to destroy records. It may be used in your office file plans and, with prior approval from NRMP, used to retire records to a Federal Records Center. If you have any questions, please contact the Records Help Desk.

EPA Records Schedule 357

Status: Draft, 01/18/2006

Title: Pesticide Registration Maintenance Fee Records

Program: Pesticides

Applicability: Headquarters

NARA Disposal Authority:

- N1-412-06-2

Description:

Records consist of mailing receipts and telephone logs of conversations with registrants concerning maintenance fee billings and maintenance fee responses from companies, and related correspondence, if required.

Disposition Instructions:

Item a: Certified mailing green card receipts

- Disposable
- Break file annually, then retire to FRC. Destroy when 50 years old.

Item b: Telephone logs - paper

- Disposable
- Break file upon completion of quality assurance check, then destroy.

Item c: Telephone logs - microfilm or images

- Disposable
- Break file upon completion of quality assurance check. Keep in office 50 years, then destroy.

Item d: Fee response database

- Disposable
- Delete when no longer needed to track status of registration.

Item e: Electronic copies created with word processing and electronic mail applications

- Disposable

- Delete when record copy is generated.

Guidance:

Reasons for Disposition:

Since 1988, FIFRA has required everyone holding a primary pesticide registration under section 3 or a registration for special local needs under section 24(c) to pay annual registration maintenance fees. The retention for the certified mailing receipts and the telephone logs has been increased to 50 years to ensure documentation is available for enforcement cases to counter claims by the pesticide registrant that they were not notified of their product's cancellation.

Custodians:

Office of Prevention, Pesticides, and Toxic Substances, Information Resources and Services Division, Information Services Branch

- **Contact:** Teresa Downs
- **Telephone:** 703-305-5363

Related Schedules:

Previous NARA Disposal Authority:

N1-412-95-2/11 .

Entry: 11/21/1994

EPA Approval: 12/27/2005

NARA Approval: Pending